



INTERNSHIP PROGRAM

Program Overview

The City of Lemon Grove values the contributions made by each student to improve the entire community. With this in mind, the City is seeking innovative and results-oriented individuals to join our Internship Program. This program has been developed in recognition of the importance of providing college or university students with the opportunity to gain both academic and practical experience working in a local government environment, while also fulfilling their own personal enrichment needs. These internships are paid and are designed to offer participants with the opportunity to provide academic skills to various “real world” assignments with the City. Students will be afforded with ample possibilities to learn about the City of Lemon Grove and the exemplary service it provides to its residents.

The Value of Internships

Internships provide the following benefits for student(s):

- Realistic view of the world-at-work and integrates academic preparation with practical application and skill development in the workplace;
- An opportunity to network with professionals in ones’ field of interest, a chance to explore career options, and develop transferable skills; and
- The opportunity to earn a reasonable wage while obtaining valuable work experience.

Exploring Your City Government

Depending on the needs of the City, Interns can make a difference and gain real world experience on current issues that impact Lemon Grove in the following areas:

- City Manager’s Office, Community Development, Community Services, Engineering, Human Resources, Finance, Fire Administration, Fire Prevention, Public Works, and other specialized areas.

Intern - Description of Duties

Under direct supervision, an Intern receives training and participates in a variety of projects and programs in support of an assigned Department/Division.

Duties and responsibilities include, but are not limited to:

- Performing research and analysis on assigned projects, preparing reports to summarize findings, and making recommendations for appropriate action; preparing visual aids such as charts, graphs, and presentation slides;
- Providing verbal or written information in response to inquiries and requests from other employees and the public;
- Maintaining and updating a variety of departmental files, records, and databases; compiling data and preparing reports;
- Reviewing transactions, records, and files for completeness and conformance with established regulations and procedures; and
- Performing related duties as assigned.

Minimum Qualifications

- Must be at least 18 years of age;
- Currently enrolled in college or university as an undergraduate or graduate student with substantial course work in business or public administration, or closely related field of study as related to specific intern position requirements;
- Copy of current class schedule listing the names of classes;
- A valid Class "C" California driver's license; and
- Ability to establish and maintain effective working relationships with the public and City staff.

Note: Current school enrollment will be a condition of continued employment.

Supervision Received

- Under direct supervision of qualified staff, Intern(s) will participate and receive training in the administration and operation of City (government) services.
- Whenever practical, Interns should be provided with personal copies of their final work product(s) to serve as examples of their internship work experience. Such dissemination of work products will be strictly at the discretion of Department Heads and in consideration of information contained that may be propriety or confidential in nature.

Selection Process

- Paid internship positions will be subject to the City's current official application, recruitment, and selection procedures typically outlined in each respective job announcement.
- Background (reference) check and drug screen will be required.
- Human Resources will recruit Interns based on several factors, but not limited to, funding availability, staff availability, office space availability, and available projects, etc.

Working Hours, Work Schedule, and Compensation

- Interns are limited to work 20 hours or less per week, not to exceed 960 hours per fiscal year;
- Scheduling of Intern's work hours shall be at the mutual agreement of the Intern and his/her respective Supervisor; and
- The hourly rate is set at \$13 per hour. The City will continue to adhere to the State's schedule, which will increase the minimum wage to \$15 per hour by 2022.

Terms of Employment

- Interns will be hired as temporary part-time (non-benefitted) employees;
- Employment shall be limited to one (1) year from date of hire;
- Interns will be given a two-month advance notice prior to the completion of the employment term; and

- Internship assignments may be terminated at any time and Interns have no appeal rights.

Dress Code

Interns must adhere to the guidelines of the City's dress code policy, which includes, but is not limited to:

- Dressing in business attire while maintaining a neat, clean, and professional appearance appropriate for the workplace and work being performed.

For additional information regarding the City's policy, Interns are encouraged to review section 3.01 to the City's Personnel Policies Manual.

Intern Code of Ethics

Interns are expected to follow the standard of conduct below and may be terminated from the program/employment for the following reasons:

- Violation of City policies, procedures and/or work rules and regulations;
- Abuse of leave privileges;
- Unexcused or excessive absences or tardiness;
- Unprofessional or inappropriate conduct in the workplace;
- Failure to perform duties after reasonable training;
- Failure to exercise good judgement, loyalty common sense, dedication and courtesy in the performance of duties;
- Other failure of good behavior either during or outside of employment such that the Intern's conduct causes discredit to the City; and
- Failure to maintain status as an enrolled student.

Separation from Internship/Duties

When Interns complete their internship, assigned City staff is responsible for the following:

- Providing feedback through performance evaluation process and/or completing any internship evaluation or documentation paperwork required by the educational institution;
- Providing letter of recommendation, if requested;
- Submitting Personnel Action Form (PAF) to Human Resources terminating employment status; and
- Collecting ID badge, keys, or any other City equipment that was assigned to the Intern.

Interns will be responsible for:

- Providing feedback by completing and submitting an Internship Feedback Survey (attached) describing overall experience and recommending how the program can be improved.

Attachment A: Internship Feedback Survey

ATTACHEMENT A

INTERNSHIP FEEDBACK SURVEY

Name: _____

Intern Position: _____

Assignment Dates: To: _____ From: _____

Instructions: Please answer the following questions to the best of your ability.

1. Do you feel your assignment was complementary to your skills and interests?

2. In what ways did the experiences in your internship prove to be helpful?

3. Do you feel you were adequately trained and supervised?

4. Did you receive adequate feedback about your performance?

5. Do you feel that your ideas were valued?

6. Do you have any suggestions for improving the City of Lemon Grove's Internship Program?

Intern

Human Resources Manager